

(3) A record of seal numbers required to be kept by consignees of inedible products shipped under unofficial seals under §325.11(b) or (e) of this subchapter, and a record of new consignees of inedible products diverted under §325.11(e) of this subchapter.

(4) [Reserved]

(5) Guaranties provided by suppliers of packaging materials under §317.20.

(6) Records of canning as required by subpart G of this subchapter A, 9 CFR chapter III.

(7) Sample results and calculation results as required by processing procedures to destroy trichinae in §318.10(c)(3)(iv) (Methods 5 and 6).

(8) Records of nutrition labeling as required by subpart B, part 317, of this subchapter.

(9) Records as required in §318.23(b) and (c).

(10) Records of calcium content in meat derived from advanced meat/bone separation machinery and meat recovery systems as required by §318.24 of this subchapter.

(11) Records of all labeling, along with the product formulation and processing procedures, as prescribed in §317.4 and §317.5.

(Approved by the Office of Management and Budget under control number 0583-0015)

[35 FR 15603, Oct. 3, 1970, as amended at 36 FR 12004, June 24, 1971; 37 FR 1229, Jan. 27, 1972; 43 FR 30793, July 18, 1978; 47 FR 746, Jan. 7, 1982; 47 FR 17274, Apr. 22, 1982; 49 FR 2235, Jan. 19, 1984; 51 FR 45633, Dec. 19, 1986; 53 FR 40387, Oct. 14, 1988; 57 FR 27877, June 22, 1992; 58 FR 675, Jan. 6, 1993; 58 FR 41152, Aug. 2, 1993; 59 FR 6897, Feb. 14, 1994; 59 FR 62562, Dec. 6, 1994; 60 FR 67456, Dec. 29, 1995; 64 FR 745, Jan. 6, 1999]

§ 320.2 Place of maintenance of records.

Every person engaged in any business described in §320.1 and required by this part to keep records shall maintain such records at the place where such business is conducted except that if such person conducts such business at multiple locations, he may maintain such records at his headquarters' office. When not in actual use, all such records shall be kept in a safe place at the prescribed location in accordance with good commercial practices.

§ 320.3 Record retention period.

(a) Every record required to be maintained under this part shall be retained for a period of 2 years after December 31 of the year in which the transaction to which the record relates has occurred and for such further period as the Administrator may require for purposes of any investigation or litigation under the Act, by written notice to the person required to keep such records under this part.

(b) Records of canning as required in subpart G of this subchapter A, 9 CFR chapter III, shall be retained as required in §318.307(e); except that records required by §318.302 (b) and (c) shall be retained as required by those sections.

[35 FR 15603, Oct. 3, 1970, as amended at 51 FR 45633, Dec. 19, 1986]

§ 320.4 Access to and inspection of records, facilities and inventory; copying and sampling.

Every person (including every firm or corporation) within any of the classes specified in §320.1 shall upon the presentation of official credentials by any duly authorized representative of the Secretary, during ordinary business hours, permit such representative to enter his or its place of business and examine the records required to be kept by §320.1 and the process schedules, facilities and inventory pertaining to the business of such person subject to the Act, and to copy all such records and to take reasonable samples of the inventory upon payment of the fair market value therefor. Any necessary facilities (other than reproduction equipment) for such examination and copying of records and for such examination and sampling of inventory shall be afforded to such authorized representative of the Secretary.

[35 FR 15603, Oct. 3, 1970, as amended at 64 FR 745, Jan. 6, 1999]

§ 320.5 Registration.

(a) Except as provided in paragraph (c) of this section, every person that engages in business in or for commerce, as a meat broker, renderer, or animal food manufacturer, or engages in business in commerce as a wholesaler of any carcasses, or parts or products of